

**LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS**

SAN GABRIEL VALLEY TRAFFIC FORUM

**ADVANCED TRAFFIC MANAGEMENT SYSTEM
IMPROVEMENT PROJECT**

CONTRACT NO. PW 12716

PROGRESS REPORT

For January, 2004

Prepared by:



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February 19th, 2004

1. ACCOMPLISHMENTS/MILESTONES

1.1 TASKS COMPLETED & MILESTONES REACHED

None at this time.

1.2 TASKS IN-PROGRESS

Task 1 – Project Management

- SGVTF Project Web-Site
 - Developed sample web pages (e.g., Project Overview, Status, Agency Contacts, FAQ, etc.) web page layouts (e.g., look, content, color schemes, etc.), links to other pages, etc.
 - County reviewed SGVTF web-site & the only comment was on the best method to realistically illustrate the SGVTF project schedule (GANTT Chart)
 - Feb '04 – Resolve SGVTF project schedule (GANTT Chart) issue & establish on County servers/network
- SGVTF Meetings/Presentations
 - Contract requires up to five (5) such meetings

| Item | Date | SGVTF Meetings/Presentations |
|------|--------------|--|
| 1. | Nov 17, 2003 | SGV TAC Monthly Meeting (Presented SGVTF project overview & IEN system overview) |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Task 2 – Preliminary/Conceptual Design

- SGVTF Agency Follow-Up Interviews/Meetings
 - This sub-task is now 100 % complete
- Operational Objectives (Task 2.1) & ATMS System Needs (Task 2.2)
 - 1/15/04 – Conducted meeting with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction
 - 1/30/04 – Deadline for SGVTF Agencies to submit comments
 - TBD – TransCore still has not received any comments from the County

Task 2.3 – Operational Concept & System Requirements

- Concept-of-Operations (Task 2.3.1)
 - 1/15/04 – Conducted meeting with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction
 - 1/23/04 – TransCore submittal of a “Draft”
 - Mar '04 – Deadline for SGVTF Agencies to submit comments
- ATMS User Requirements (Task 2.3.2) & ATMS Functional Requirements (Task 2.3.3)
 - Continued to develop document and identify ATMS user and functional requirements
 - Focuses on both the front-end (workstation and associated software) and back-end (central system server and associated software) aspects of the planned ATMS
 - Document contents are more focused towards those SGVTF Agencies (Level 2B & 3) that will actually implement/install an ATMS (or TCS) on-site
 - Feb '04 – TransCore submittal of a “Draft”
 - May '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction (performed in conjunction with the SGVTF System Architecture Task)
- Local Agency Workstation Site Requirements (Task 2.3.4)
 - Continued to develop document and identify Agency workstation and/or facility requirements
 - Focuses on the “physical” aspects of the workspace that need to be implemented, (e.g., space, HVAC, systems, workstations, monitors, etc.)
 - Focuses on the front-end (workstation and associated software) aspects of the Countywide IEN
 - Since every Agency will implement/install an IEN Workstation at a minimum, document contents are intended for every SGVTF Agency (Level 1, 2A, 2B, & 3)
 - Only includes minor ATMS requirements that are “space” related
 - Feb '04 – TransCore submittal of a “Draft”
 - May '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction (performed in conjunction with the SGVTF System Architecture Task)

- Integration Systems User Requirements (Task 2.3.6) & Integration System Functional Requirements (Task 2.3.7)
 - Continued to develop document and identify integration system and/or IEN System requirements
 - Focuses on the back-end (central system server and associated software) aspects of the Countywide IEN
 - Since every Agency will implement/install an IEN Workstation at a minimum, document contents are intended for every SGVTF Agency (Level 1, 2A, 2B, & 3)
 - Feb/Mar '04 – TransCore submittal of a “Draft”
 - May '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction (performed in conjunction with the SGVTF System Architecture Task)

1.3 ISSUES RESOLVED IN THE MONTH

None at this time.

1.4 DOCUMENTS SUBMITTED

During this period the following documents/memos/letters were submitted to the County:

| Item | Title | Version | Date |
|------|---|---------|--------------|
| 1. | SGVTF – List of Potential Agencies (per Level) to conduct “Day-in-the-Life” Exercises (for the Concept-of-Operations) | Memo | Jan 5, 2004 |
| 2. | SGVTF – Presentation Materials & Hand-Outs Operational Objectives (Pres Mtls) ATMS System Needs (Pres Mtls) Concept-of-Operations (Pres Mtls) Agency Level, TCS, & O&M Status Agency Existing ITS Systems/Conditions | Final | Jan 15, 2004 |
| 3. | SGVTF – Progress Report (December 2003) | Final | Jan 19, 2004 |
| 4. | SGVTF – Concept-of-Operations (Deliverable 2.3.1.1) | Draft | Jan 23, 2004 |
| 5. | SGVTF – Meeting Summary (January 15 th , 2004) Meeting Minutes Agency Level Definitions (1, 2A, 2B, & 3) | Final | Jan 28, 2004 |

2. MEETINGS

During this period the following meetings and conference calls were conducted:

| Item | Date | | Description |
|------|--------------|-----------------|---|
| | Meeting | Conference Call | |
| 1. | | Jan 9, 2004 | Weekly Status |
| 2. | Jan 15, 2004 | | SGVTF Project Meeting Operational Objectives ATMS System Needs Concept-of-Operations |
| 3. | | Jan 23, 2004 | Weekly Status |
| 4. | | Jan 30, 2004 | Weekly Status |

3. OUTSTANDING TASKS

Operational Objectives (Task 2.1) & ATMS System Needs (Task 2.2)

- 11/21/03 – Original date for submittal of a “Draft”
 - Delays are primarily due to the amount of time necessary to schedule and conduct the Agency interviews/meetings in a manner that was convenient to all participants
- 12/8/03 – TransCore submittal of the following deliverables
 - Operational Objectives (Deliverable 2.1.1)
 - ATMS System Needs (Deliverable 2.2.1)
- 1/15/04 – Presentation of Needs & Objectives findings/direction to SGVTF Stakeholder Agencies
- 1/30/04 – SGVTF Agency Stakeholder reviews submitted
- TBD – Deliverable review by County
 - 12/15/03 – County review due (not submitted however)

Concept-of-Operations (Task 2.3.1)

- 12/16/03 – Original date for submittal of a “Draft”
 - Delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
- 1/15/04 – Presentation of ConOps findings/direction to SGVTF Stakeholder Agencies
- 1/23/04 – TransCore submittal of a “Draft”
- Mar '04 – Deliverable review by County & SGVTF Agency Stakeholders

ATMS User Requirements (Task 2.3.2) & ATMS Functional Requirements (Task 2.3.3)

- 1/9/04 – Original date for submittal of a “Draft”
 - Delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
 - Further delays are due to the TransCore Team’s re-organization of the SGVTF Requirements documents/deliverables (previously described in Section 1.2)
- Feb ‘04 – TransCore submittal of a “Draft”
- May ‘04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction (performed in conjunction with the SGVTF System Architecture Task)

Agency Facility/System Requirements (Task 2.3.4)

- 1/9/04 – Original date for submittal of a “Draft”
 - Delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
 - Further delays are due to the TransCore Team’s re-organization of the SGVTF Requirements documents/deliverables (previously described in Section 1.2)
- Feb ‘04 – TransCore submittal of a “Draft”
- May ‘04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction (performed in conjunction with the SGVTF System Architecture Task)

Sub-Regional TMC Requirements (Task 2.3.5)

- 1/26/04 – Original date for submittal of a “Draft”
 - Delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
 - Further delays are due to the TransCore Team’s re-organization of the SGVTF Requirements documents/deliverables (previously described in Section 1.2)
- Mar ‘04 – TransCore submittal of a “Draft”
- May ‘04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction (performed in conjunction with the SGVTF System Architecture Task)

4. UPCOMING MILESTONES/DELIVERABLES

Integration System User Requirements (Task 2.3.6) & Integration System Functional Requirements (Task 2.3.7)

- 2/17/04 – Original date for submittal of a “Draft”
 - Anticipate delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
 - Anticipate further delays are due to the TransCore Team’s re-organization of the SGVTF Requirements documents/deliverables (previously described in Section 1.2)
- Mar '04 – TransCore submittal of a “Draft”
- May '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction (performed in conjunction with the SGVTF System Architecture Task)

Communications User/Functional Requirements (Task 2.3.8)

- 3/19/04 – Original date for submittal of a “Draft”
- Work on this task has yet to get underway

5. OTHER ISSUES

SGVTF Project Schedule

- At the County’s request, TransCore shortened the SGVTF project schedule by approx. 9-12 mos.
- Because of this, many deliverables and their associated review will be behind schedule
- Both TransCore and the County will endeavor to successfully complete the SGVTF project in the most expedient manner possible

6. TASK STATUS – OVERVIEW

| Task/Deliverable | Previous est. % Complete | Current est. % Complete | Complete Date (Planned) | Completion Date (Actual) |
|---|-----------------------------|----------------------------|----------------------------|-----------------------------|
| Task 1 - Project Management | 10% | 20% | 1/27/05 | |
| Task 2 - Preliminary/Conceptual Design | | | | |
| Operational Objectives | 80% | 95% | 12/16/03 | |
| ATMS System Needs | 80% | 95% | 12/16/03 | |
| Task 2.3 - ConOps/System Requirements | | | | |
| Initial SGVTF ConOps | 5% | 95% | 1/9/04 | |
| ATMS User Requirements | 5% | 85% | 2/2/04 | |
| ATMS Functional Requirements | 5% | 85% | 2/2/04 | |
| Agency Facility/System Requirements | 5% | 85% | 2/2/04 | |
| Sub-Regional Facility/System Requirements | 0% | 15% | 2/17/04 | |
| Integration User Requirements | 0% | 25% | 3/9/04 | |
| Integration Functional Requirements | 0% | 25% | 3/9/04 | |
| Communications Systems Requirements | 0% | 0% | 4/6/04 | |
| Task 2.4 - Area Architecture/LCCS Diagram | 0% | 0% | 5/25/04 | |
| Task 2.5 - Alternatives Analysis | | | | |
| ATMS Alternatives | 0% | 0% | 6/28/04 | |
| Communications Alternatives | 0% | 0% | 6/28/04 | |
| LCCS Alternatives | 0% | 0% | 6/21/04 | |
| Systems Recommendations | 0% | 0% | 7/6/04 | |
| Task 2.6 - Conceptual Design Report | | | | |
| ATMS Conceptual Design | 0% | 0% | 8/31/04 | |
| Communications Conceptual Design | 0% | 0% | 8/10/04 | |
| LCCS Conceptual Design | 0% | 0% | 7/13/04 | |
| Integrated Systems Conceptual Design | 0% | 0% | 7/13/04 | |
| Draft Conceptual Design | 0% | 0% | 9/15/04 | |
| Task 2.7 - O&M Plan | 0% | 0% | 11/3/04 | |
| Task 2.8 - Conceptual Design Workshop | 0% | 0% | 10/27/04 | |
| Task 2.9 - City Concurrence | 0% | 0% | 11/17/04 | |
| Task 2.10 - Final Conceptual Design | 0% | 0% | 1/27/05 | |